

**SELF-SERVICE CENTER
PROCEDURES:
HOW TO FILE LEGAL SEPARATION WITH CHILDREN
PAPERS WITH THE COURT**

STEP 1: Make **1** copy of the *"Family Court Cover Sheet"* after you have filled it out.

Make **2** copies of the following documents after you have filled them out:

- ➔ *"Summons"*
- ➔ *"Preliminary Injunction"*
- ➔ *"Affidavit of Minor Children"*
- ➔ *"Order and Notice for the Parent Information Program"*
- ➔ *"Notice Regarding Creditors"*

Make **3** copies of the following documents after you have filled them out:

- ➔ *"Petition for Legal Separation with Children"*
- ➔ *"Child Support Information Form"*

STEP 2: SEPARATE YOUR DOCUMENTS INTO FOUR (4) SETS:

SET 1A - ORIGINALS FOR THE CLERK OF THE COURT: <ul style="list-style-type: none">➔ <i>"Family Court Cover Sheet"</i>➔ <i>"Summons"</i>➔ <i>"Preliminary Injunction"</i>➔ <i>"Petition for Legal Separation With Children"</i>➔ <i>"Child Support Information Form"</i>➔ <i>"Affidavit of Minor Children"</i>➔ <i>"Order and Notice for the Parent Information Program"</i>➔ <i>"Notice Regarding Creditors"</i>	SET 2 - COPIES FOR SPOUSE: <ul style="list-style-type: none">➔ <i>"Summons"</i>➔ <i>"Preliminary Injunction"</i>➔ <i>"Petition for Legal Separation with Children"</i>➔ <i>"Child Support Information Form"</i>➔ <i>"Affidavit of Minor Children"</i>➔ <i>"Order and Notice for the Parent Information Program"</i>➔ <i>"Notice Regarding Creditors"</i>
SET 1B - COPIES FOR THE CLERK OF THE COURT: <ul style="list-style-type: none">➔ <i>"Petition for Legal Separation With Children"</i>➔ <i>"Child Support Information Form"</i>	SET 3 - YOUR COPIES: <ul style="list-style-type: none">➔ <i>"Family Court Cover Sheet"</i>➔ <i>"Summons"</i>➔ <i>"Preliminary Injunction"</i>➔ <i>"Petition for Legal Separation with Children"</i>➔ <i>"Child Support Information Form"</i>➔ <i>"Affidavit of Minor Children"</i>➔ <i>"Order and Notice for the Parent Information Program"</i>➔ <i>"Notice Regarding Creditors"</i>

STEP 3: FILE THE PAPERS AT THE COURT:

GO TO:

GO TO THE COURT TO FILE YOUR PAPERS: The court is open from 8am-5pm, Monday-Friday. **You should go to the court at least two hours before it closes.** You may file your court papers at the following Superior Court locations:

Clerk of the Superior Court **OR**
CENTRAL COURT BUILDING
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

Clerk of the Superior Court **OR**
SOUTHEAST COURT COMPLEX
222 East Javelina Avenue
Mesa, Arizona 85210

Clerk of Superior Court
NORTHWEST COURT COMPLEX
14264 West Tierra Buena Lane
Surprise, Arizona 85374

FILE: Go to the Clerk of the Court filing counter.

FEES: There is a filing fee and service fees for all Petitions. If you are entitled to a fee deferral, you may request deferral of the filing fees (and the Sheriff's service fees if you intend to use the Sheriff's office for service) at the time you file your papers with the Clerk of the Court. The Self-Service Center and the Filing Counter have the deferral forms.

PAPERS: Hand the originals and all three (3) sets of your court papers to the Clerk along with cash, check, or a money order for the filing fee of \$236.00.

MAKE SURE YOU GET BACK THE FOLLOWING FROM THE CLERK:

- ✓ Your Set of Copies
- ✓ Your Spouse's Set of Copies

STEP 4: Read the packet called “Service of Court Papers” that applies to your situation at the Self-Service Center to find out how to serve the other party. Once the other party is served with the court papers make sure you immediately file the affidavit, waiver or acceptance of service with the Clerk of the Court.